

Technical Branch
Technical Group
Plan Review Series

LANDSCAPE PLAN REVIEWER

02/97 (TLW)

Summary

Under general supervision, receive and check commercial landscaping and landscape irrigation plans and specifications for compliance to City's landscape and other applicable codes and standards submitted in conjunction with applications for construction permits.

Typical Duties

Approve or disapprove plans submitted for review to ensure compliance with code regulations. Involves: reviewing plans for completeness and accuracy; examining individual plan components to ensure that all code mandated items are included; noting instances of noncompliance on plans and correction sheet and suggesting modifications to bring plans into compliance; approving and signing plans meeting code requirements; submitting reports detailing items of noncompliance to permit applicant for correction; providing code information to individuals planning construction.

Perform on-site inspections for compliance with approved plans for construction, alteration and repair of commercial landscaping and landscape irrigation systems. Involves: scheduling initial and follow-up inspections; reviewing plans and specifications in preparation for conducting inspection; investigating complaints to determine existence of illegal or hazardous conditions; informing property owners and contractors of violations and unacceptable layouts, materials, and equipment; issuing red tags, correction notices, stop work orders and citations as appropriate when construction does not conform to code or approved plans; explaining code and design requirements and restrictions, and construction corrections necessary for compliance; determining valuations for landscaping and landscape irrigation system for which permits are required; assuring construction is being performed by licensed contractors under City issued permits.

Perform related work as required. Involves: preparing plan review letter and scheduling follow-up review; preparing and maintaining record of plan checking procedure; providing relevant information concerning code standards and regulations to the public; testifying in court and before Building Board of Appeals; creating designs, drawings and specifications for landscaping of city medians and parkways, as assigned.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with an Associate's Degree in Landscape Architecture, Architecture or Land Planning or related field, and two (2) years experience in landscaping or installation of landscape irrigation systems; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: landscape design and construction; landscape ecology; plant and soil science geology; city and regional planning; general building construction. Good knowledge of: irrigation and irrigation systems; materials and techniques of the landscape trade.

Ability to: read and interpret landscape plans and code requirements; recognize deviations from approved plans; identify defects and hazards in material and work performed; enforce codes with firmness, tact and impartiality; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, contractors, property owners, officials and the general public; maintain records and prepare reports.

Skill in the safe operation of: landscape tools; personal computers and computerized field data collection devices; motor vehicle through city traffic.

Physical Requirements: Move across uneven terrain, climb, bend and stoop to conduct field inspections at construction site; occasional exposure to all weather conditions.

Licenses and Certificates: Registration as a Licensed Irrigator in the United States required at time of appointment. Registration as a Licensed Irrigator in Texas required within one (1) year following appointment. Valid Texas Class "C" Driver's License or equivalent issued by another state by time of appointment.

Director of Personnel

Department Head